

U.S. EMBASSY, ADDIS ABABA

Invitation for Quotation

The U.S. Mission to the African Union is seeking for an eligible service provider (English language instructor) for its English Language Program created in partnership with the Learning and Development Unit of the African Union Commission as per the following Statement of Work (SOW).

Eligible suppliers can submit their price quotation including all costs to AddisGSOProcurement@state.gov Attn: Tigist Bedilu before July 25, 2023, at 17:00 local time COB.

Scope of Work (SOW)

- The service provider will teach a class of approximately 25 individuals.
- The service provider will teach approximately 20 individuals for two hours per day, three-to-five times per week, for a total of six weeks/60 hrs.
- Each session shall stay for a maximum of two hours in a day, and the service provider shall spend two hours for each session.
- Three sets of course materials were developed as per the needs of the students and are in place for the service provider. Each course spans an average of six weeks to complete. The courses are separate and non-consecutive.
- The service provider shall provide the services at the African Union Commission Headquarters on Roosevelt Street, Addis Ababa.
- The service provider will cover own transportation.

- The vendor must submit work sheet/checklist that will be used for performing the requested service.
- The service provider shall present related experience in teaching English language for local learners and renewed legal documentation/license.
- Payment will be settled upon a successful completion of each six-week course, collection of feedback from students, and legal invoice.

Each offer MUST contain the following information

1. Requisition Number: on the subject of the email PR11823027
2. Renewed Legal documentation/license.
3. Financial and Technical quotes should be submitted in separate folders.

All questions must be submitted to addisgoprocurement@state.gov Attn: Tigist Bedilu no later than July 18, 2023, COB by stating the requisition number PR11823027 on the subject of the email.

U.S. Embassy Addis Ababa reserves the right to accept or reject any or all bids.